



Data Privacy Statement for Foodbank Clients

Bridging the Gap (Manchester) (BTG) operates Manchester South Central Foodbank (MSCF).

Personal data

When you come to a foodbank for help, the foodbank will keep some data about you. This is “personal data”, because it is about you as a particular person, and it can be linked to you.

What personal data do we hold?

The foodbank will keep the data that is on your foodbank voucher(s). That means we will keep your name, address, contact telephone number and year of birth; the number of other adults and children in your household; the reason you needed to come to the foodbank and any dietary requirements. We will also keep a record of who gave you the foodbank voucher. If we can give you extra help, there may be extra things we need to ask you about, and will keep a record of.

There may also be some notes on our data system about your visit. This is the only data the foodbank will hold about you. We do not get data about you in any other way.

How is your personal data kept safe?

Your data is kept in a secure database. This can only be accessed with a login and password. We require all users of the system to sign a “data protection statement”. This means they know they must keep your data safe, and only use it for the right purposes. All our other volunteers also have to sign a confidentiality agreement. BTG are as careful as possible to make sure no one else can log into the data system. For example, when a volunteer leaves the foodbank, BTG stops their access to the data system.

If you came to the foodbank with a printed voucher, your voucher will be kept separately. Printed vouchers are kept in a locked cabinet in the warehouse. They are never left where someone could see them.

What is your data used for?

BTG use your data for three things:

1. To check how many times, you have been to a foodbank.
2. To keep some of your data so we can calculate the numbers of people coming to foodbanks, and the reasons they need to. This is so we can help other people understand how much foodbanks are needed and why people have to come to foodbanks for help.
3. If we can give you extra help, such as with benefits, there may be extra questions we need to ask you. This will be because we need particular information in order to know how to help you and who best to refer you to for additional support.

Does the foodbank have a right to your data?

Under Data Protection legislation, the foodbank needs to have a “lawful basis” for keeping your data, and for using it. There are several types of “lawful basis”. One of them is called “legitimate interests”.

The foodbank has a “legitimate interest” in keeping the data from your foodbank voucher.

This is so BTG can carry out the two main purposes described above – checking how many times clients visit the foodbank, and reporting on the need for foodbanks.

There is another type of “lawful basis” called “performance of a contract”. If BTG are to give you extra help, BTG may need particular information from you, which may involve asking you additional questions and recording the answers. The lawful basis for this will be “performance of a contract”.

Who can see your data?

Your data can be seen by people from this foodbank who have been given a login and password for the data system. If you go to two foodbanks, people from both foodbanks will be able to see the data from all your foodbank visits – not just for the visits to their own foodbank.

Some agencies can refer you to a foodbank using an on-line system called “e-referral”. If an agency has done this for you, then the agency will also be able to see the data for your visit.

E-referral agencies and other foodbanks can also see the dates when someone with your name and postcode has been to a foodbank. They can’t see any more data, like your address or why you needed foodbank help.

BTG will never give or sell your data to any other bodies, except when there are safeguarding concerns. In this instance some basic information such as name, address, year of birth and family composition may need to be shared with the appropriate authorities.

How long will your data be kept?

Your personal data is kept for six years. After that, paper foodbank vouchers are destroyed, and your name and address are automatically removed from the data system.

Your vouchers and data are kept for six years. This is so we could prove we have acted properly as a charity, and used people’s donations in the right way. Charity law means we may need to be able to prove this.

Where safeguarding information has been recorded BTG has a legal obligation to keep this information safe and secure indefinitely.

Who can you speak to if you have questions?

If you have questions about your data, and what we do with it, you should contact the Project Manager at info@manchestersouthcentral.foodbank.org.uk or telephone 0161 226 3413

What rights do you have?

You have a number of rights under Data Protection legislation:

1. Right to be know what data we hold

You have a right to know what personal data BTG holds about you. This Data Privacy Statement

describes the data that we will hold. But you can ask if we have any other data about you which is not covered by this Data Privacy Statement.

2. Right to have a copy of the data we hold

You can ask for a copy of the data BTG holds about you. This is called a “subject access request”.

If you make a “subject access request”, BTG will give you a copy of all the data held about you within one month of a subject access request. If it helps, you can be provided with the data in a computer file.

3. Right to object

You can object if you think we are using your data in the wrong way. You can also object if you think we don’t have “lawful grounds” for using your data. We will give you a statement explaining why we use your data and explaining the “lawful grounds”. If you are still not happy, you can complain to the Information Commissioner’s Office. If we find we are using your data in the wrong way, we will stop immediately and stop it happening again.

4. Right to have your data corrected

If you think there is a mistake in your data, please tell us. You have a right to have it corrected.

We may need to check what is the correct data, but will put right any mistakes as soon as possible.

5. Right to be forgotten

We promise to remove your data after six years. You have a right for this to happen, because we don’t generally need to keep your data any longer than six years. However, all safeguarding information will be held indefinitely.

Finally, if anything happened to your data that could be a risk to you, we will do our best to tell you as soon as practicable possible.